

# ASSISTANT CITY ATTORNEY

*Assistant City Attorney positions are under the civil service system and have been designated a special expert class. The selection process for this position is governed by state statutes and civil service rules that apply to civil service positions in general and special expert classes in particular.*

**THE PURPOSE:** To perform professional legal services for the City of Milwaukee.

**THE ESSENTIAL FUNCTIONS:**

- Perform professional legal services for the City.
- Represent the City in court and before administrative agencies.
- Prepare opinions, resolutions and ordinances.
- Draft documents.
- Advise departments, committees, boards and commissions on legal matters.
- Perform other duties as assigned by the City Attorney.

**THE REQUIREMENTS:**

1. Graduation from a law school accredited by the American Bar Association.
2. License to practice law in the State of Wisconsin.

Note: Students in their final year of law school may apply for this position but may not be hired until they have received their law degree and license to practice law in the State of Wisconsin.

3. Professional legal experience is preferred, but not required.
4. Residency in the City of Milwaukee within six months of appointment and throughout employment.

**THE CURRENT SALARY RANGE (148) IS:** \$50,871 to \$120,414 annually with excellent benefits. These are the 2006 rates. The pay rates for 2008 have not been finalized. The City Attorney has discretion to hire an Assistant City Attorney at any point in the established pay range.